

# RISK CONTROL CONSULTING

## Strategies for Desk Jobs

Sitting at a computer has become a daily activity for most of us, whether we do it for work or pleasure. Not surprisingly, computer-related injuries are more common than ever. If you are going to sit in one position for hours at a time, make sure you are doing it right! Use good workstation strategies to help reduce your risk of injury:

### Mouse

- Place your mouse next to the computer keyboard, close to the front of the desk.

### Wrist position

- Make sure that your wrists are straight and parallel to the floor.
- Avoid flexing your wrists upward or bending them downwards.

### Keyboard position

- Put your keyboard at the same height as your elbows.
- Make sure your keyboard is close enough that you do not need to reach out to touch the keys.

### Elbows

- Bend your elbows to comfortably reach the keyboard. Your elbows should naturally bend to form an angle of  $\sim 90^\circ$ - $120^\circ$ .

### Vision

- Your eyes should rest in the top 1 inch of the monitor screen or at eye level.
- Take vision breaks every 30 minutes or so.
- Briefly look at something other than the computer screen as often as possible.

### Phone

- Put your phone within easy reach.
- Use a headset or speaker phone for long conversations.
- Avoid bending your neck between your shoulder and ear while talking and multitasking.

### Computer

- Minimize glare by tilting the computer screen or putting a glare protection on your screen.
- Put the monitor directly in front of you so that your gaze is straight forward.
- Avoid tilting your chin up or downwards.

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## Seat

- Use the chair back, a back support, or a pillow to support the inward curve of your lower back.
- Adjust your seat height so your hips are just slightly higher than your bent knees.
- Make sure there is 1 inch between the edge of the seat and the inside of your bent knees.
- Adjust your armrests so that your arms sit comfortably at your sides with your shoulders relaxed.

## Feet and Legs

- Sit with your feet flat on the floor.
- Use a footrest if you elevate your chair.
- Avoid crossing your legs.

This Tribal First Risk Control Consulting fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice. For more information on this topic, please contact Tribal First Risk Control Consulting at (888) 737-4752 or [riskcontrol@tribalfirst.com](mailto:riskcontrol@tribalfirst.com).